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Intelligence Analysis and Research

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DEA History and Mission

The Drug Enforcement Administration (DEA) was established on July 12, 1973, as a result of Presidential Reorganization Plan No. 2 of 1973. This plan consolidated the Bureau of Narcotics and Dangerous Drugs, the Office for Drug Abuse Law Enforcement and the Office of National Narcotics Intelligence.

As the lead agency in drug law enforcement, DEA's responsibilities include:

—Investigation and preparation for prosecution of major traffickers who violate controlled substances laws and who operate at interstate and international levels.

—Management of a national narcotics intelligence system in cooperation with Federal, State, local and foreign officials to collect, analyze and disseminate tactical, operational and strategic intelligence.

—Seizure and forfeiture of assets derived from, traceable to or intended to be used for illicit drug trafficking.

—Enforcement of the provisions of the Controlled Substances Act as they pertain to the manufacture, distribution and dispensing of legally produced controlled substances.

—Responsibility for programs associated with drug law enforcement counterparts in foreign countries.

—Coordination with Federal, State and local law enforcement officials on mutual drug law enforcement efforts.

Enforcement

DEA is responsible for the enforcement of the laws and statutes relating to the trafficking of all drugs whether their production is licit or illicit. To achieve its mission, DEA stations highly trained personnel throughout the United States and in major drug source and transit countries. DEA has 19 domestic divisional offices and 42 foreign country offices. We have numerous district and resident offices in the United States and overseas.

Intelligence Analysis

Intelligence is an essential element in drug law enforcement. In addition to being the lead Federal agency for drug investigations, DEA is also the lead Federal agency responsible for the collection, analysis and dissemination of drug intelligence. Intelligence Research Specialists, as well as Special Agents, are assigned to the intelligence function throughout DEA — domestic, foreign, the El Paso Intelligence Center and Headquarters. Our Intelligence program is managed by the Office of Intelligence in DEA Headquarters.

Intelligence Research Specialists conduct and manage complex research projects in such areas as: drug cultivation and production, methods of transportation, trafficking routes, analysis of traffickers/organizational methods of operation, tracking drug movement, development of information for presentation to case agents, supervisory personnel, U.S. Attorneys, grand juries and high level decision makers. This analyzed information is used for drug interdiction purposes, seizure and forfeiture of assets, prosecutorial purposes or to assist in program development and allocation of resources. Research results are presented in writing and orally. Consumers of DEA intelligence include the judicial system, other Federal, state and local law enforcement, the media, the Congress and the White House.

Your Career

On the Job Training (OJT)

OJT begins when employees enter on duty with DEA. The intelligence function supports DEA's mission. Fundamental to a successful career is an understanding of the information needs of DEA management and DEA operations. Such understanding is acquired in part, through day-to-day interaction with the agency's activities.

Formal Training

Formal training is conducted at a Federal training facility and includes individual and group exercises designed to provide practice in the application of intelligence analysis principles and techniques to actual drug law enforcement situations. Subject matter includes the intelligence cycle; intelligence sources; information storage and retrieval; correlation of data; logic in intelligence analysis; link analysis and flow charting techniques; descriptive statistics for intelligence; financial analysis; and oral communication.

Mobility Policy

Mobility is a condition of employment for many positions in DEA, including intelligence research specialists. DEA organizational needs are considered first; however, every effort is made to reconcile agency needs with the expressed desires and preferences of affected employees. Candidates must sign a statement of understanding prior to appointment outlining this requirement and acceptance of this condition of employment. Travel and transportation costs for relocation to an employee's first post of duty are at the employee's own expense. The Drug Enforcment Administration pays the cost of moving and travel expenses for subsequent moves determined to be in the best interests of DEA, as provided by law. Eligibility for reimbursement for such expenses is contingent upon the employee signing an agreement to remain in Government service for at least one year following any transfer.

Travel Requirements

Due to the nature of the position, frequent travel may be required. Time in travel status could be as long as several months.

Promotions

Opportunities for promotion arise frequently. It is the policy of the Drug Enforcement Administration to fill all vacant positions on the basis of merit. Generally, employees must wait at least one year before they are eligible for promotion. Normally, an employee must compete and be selected for an existing vacancy unless the promotion is an exception to the Merit Promotion Plan such as the upgrading of an occupied position or a career ladder promotion. The Merit Promotion Plan for competitive service employees provides for the posting and circulating of vacancy announcements. This helps ensure that all qualified candidates within the area of consideration have an opportunity to apply and be considered equally. Promotions to positions at grade 13 and above are based on recommendations by an established DEA Career Board which follows merit promotion principles and practices.

Compensation

Pay Systems

Most employees are paid in accordance with the General Schedule (GS), which consists of eighteen grades, each which has ten steps (or within-grades), with rates. Some employees at GS-13 and above are paid in accordance with a merit pay system which links salary increases to performance appraisals and other factors.

Grade Determinations

Positions are assigned pay systems and grades in accordance with the Federal classification system. Personnel specialists use written guides to determine titles and grades.

Salary

The salary rates for all grades are set by Congress and periodically adjusted. Grade level and salary upon entrance depend upon qualifications stated later in this pamphlet. Trainee grade levels are at GS-5 or GS-7, and someone with experience may enter at a higher level along the career ladder. Actual salary levels at different grade levels are listed on current publicly available salary scales, which also include ten steps within each grade for salary increases for length of service with satisfactory performance. Every employee serving under the GS pay plan is eligible for regular within-grade pay increases for satisfactory performance, unless serving under temporary appointment.

Premium Pay

Federal laws and regulations relating to premium pay (overtime, night differential, holiday pay, etc.) are rather complex. In general, DEA employees receive overtime compensation at one and one-half times their hourly rate for hours of work in excess of eight hours a day or 40 hours a week.

Leave

You earn 13 days of sick leave and from 13 to 26 days of paid vacation (annual leave) each year, depending on length of Government service. There are also ten paid Federal holidays each year.

Insurance and Retirement

Employees have the opportunity to join one of several group health insurance plans and to participate in a low-cost group life insurance plan with the Government sharing the cost. Employees also participate in a retirement program.

Recognition

DEA's incentive awards program provides special recognition for superior work performance or suggestions which improve operations. These awards may be cash, honorary, or salary increases.

Qualifications

Required

You must be a United States citizen, in good health, and able to pass a complete background investigation.

Candidates meet the following qualification requirements for the various grade levels shown in the first column:

General Experience:

Three years of progressively responsible experience which demonstrates the ability to:

1. Analyze problems to identify significant factors,gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative or other responsible work. Experience in substantive and relevant secretarial, clerical, or evidence of the knowledge, skills and abilities (KSA'S) necessary to perform the duties of the position to be filled.

Specialized Experience:

Experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the normal line of progression for the occupation in the organization.

Undergraduate Education:

Successful completion of a full 4-year course study in any field leading to a bachelor's degree, in an accredited college or university, meets the requirements at the GS-5 level. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours, and is equivalent to 9 months of general experience.

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Drug Enforcement Administration
Washington, D.C. 20537

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Graduate Education:

Education at the graduate level (including law school education) in an accredited college or university in the amounts shown in the table meets the requirements for positions at GS-7 through GS-11. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

Appointment

All employees hired under a permanent appointment must serve a "probationary" or "trial" period unless one was completed during prior service. During this period those employees who do not meet adequate performance and conduct standards may be separated without the job protection benefits that accrue upon completion of the probationary period.

Such new competitive service employees, other than those whose appointments are temporary, become career employees after successful completion of the probationary period and serve under career-conditional appointments for three years.

How To Apply

Submit a complete SF-171, Application for Federal Employment, to the DEA Headquarters, Office of Personnel, Washington, D.C. 20537. If a recent college graduate, or if you wish credit for scholastic achievement, include OPM Form 1170/17, List of College Courses and Certificate of Scholastic Achievement (or an official copy of your college transcript). If claiming veterans preference, include Form DD 214, Report of Transfer or Discharge from Military Service. If a current or former Federal employee, include a copy of your most recent SF-50, Notification of Personnel Action. OPM Form 1386, Background Questionnaire, is voluntary. If tentatively selected, you will be advised of additional forms and procedures. All forms are available ay any Office of Personnel Management office or Federal personnel office. Before final selection, applicants will be required to pass a Top Secret security clearance.

The Drug Enforcement Administration is an equal opportunity employer.

GRADE EDUCATION OR EXPERIENCE OR AN EQUIVALENT COMBINATION

		GENERAL	SPECIALIZED
GS-5	4-year course of study above high school leading to a bachelor's degree	3 years, 1 year of which was at least equivalent to GS-4	None
GS-7	1 full academic year of graduate level education or law school or superior academic achievement	None	1 year at least equivalent to GS-5
GS-9	2 full academic years of graduate level education or master's or equivalent graduate degree of LL.B. or J.D.	None	1 year at least equivalent to GS-7
GS-11	3 full academic years of graduate level education or Ph. D. or equivalent doctoral degree	None	1 year at least equivalent to GS-9
GS-12 & above	Same as GS-11	None	1 year at least equivalent to next lower grade level